

THRU Chief, LO
(A/D/RR) A.D/RR
Chief, D/B

1 April 1955

NIS Production in SSO-GPO

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1. Fulfillment of this Agency's responsibility in the NIS Program requires that NIS contributions be processed and published as expeditiously as possible after they are received in CIA. Any undue delay in this phase of the NIS production plan is unacceptable to the producing agencies as a number of departmental basic intelligence programs upon which they relied in the past have been discontinued in the expectation that their contributions to the NIS would be published with reasonable promptness.

2. A backlog of contributions developed during a period when D/B was understaffed, and reached its peak at the start of FY-54 when it totaled 340 sections. Rigorous measures taken by this office resulted in all of these sections being processed and forwarded to SSO-GPO for printing during FY-54, plus 209 new sections received during that year. This left the Division with 212 sections to be processed at the beginning of FY-55, a workload still somewhat in excess of the amount necessary to permit reasonably current processing. During FY-55 the Division continued to reduce this backlog so that the desired workload level was reached by the end of the second quarter.

3. As a result of the increased D/B production a backlog of sections in publication process developed at SSO-GPO. Good progress was made toward reducing this to a desirable workload level during the first seven months of this Fiscal Year when the number of sections in printing process was reduced from a high of 256 on 1 August 1954 to 150 on 1 February 1955. However, through February and the first half of March the backlog again began to rise, and by 17 March 1955 had reached 162 sections, even though the amount of NIS material forwarded to SSO-GPO for printing during this same period was somewhat below normal.

4. The length of time taken by SSO-GPO to complete an average NIS section is related to this problem. During FY-54 SSO-GPO published 510 sections on an average of 60 calendar days per section. This figure increased to an average of 74 calendar days per section for the 366 sections published during the first seven months of FY-55. An even sharper rise was registered for the 34 sections published during February 1955 with an average of 93 calendar days per section.

1 copy filed Admin. bottom drawer "GSO Survey NIS Pub. & Printing Processes..."
1 copy filed " second " "NIS Program General"

25 YEAR
RE-REVIEW

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5. Based on current production forecasts of all agencies engaged in the NIS Program, this office expects to receive approximately 228 NIS sections during the last quarter of FY-55. Concern is felt that with the backlog growing again in SSO-GPO this additional heavy load in the next three months will further increase the length of time required for printing NIS which is now excessive and unsatisfactory from the standpoint of the contributing agencies. The situation is, therefore, being brought to your attention with the view of determining what action can be taken by your office which will result in a reduction of NIS backlog at SSO-GPO to approximately 100 sections, which level should be maintained, in order to keep average publication time to no more than 60 calendar days per section as was done in FY-54.

K. A. KNOWLES

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